CHAPTER 4

DUERS FORMAT

DUERS is designed to address the consumption of energy resources used to provide utility energy at DoD activities. purpose of this Chapter is to provide instructions on how to prepare MEB 2, MEB 3, MEB 4, MEB 5, MEB 6, MEB 7, and MEB 8 records for submission to DUERS. DUERS data elements shall be reported in the format listed in section A. through G., below. Separate records shall be prepared for each applicable product code (e.g. electricity, natural gas, and propane) for each report period. If a particular data element is not applicable, report zeroes in that. data field. Also, include leading zeroes to fill unused record columns of data fields (for example, to report 150 short tons consumption of anthracite coal, input 00000150 in Record columns 41-48 of the MEB 2 Record) . Corrections to any data element submitted may be made within 120 days of the ' original report due date. Corrections after 120 days must be submitted to and approved by the appropriate DoD Component energy office. Corrections to these data elements may be made by resubmitting the record. When submitting corrections, all data elements on that record must be filled in, including data elements that previously were correct. However, only the record containing the error must be resubmitted.

Α. MEB 2 - INVENTORY AND CONSUMPTION RECORD

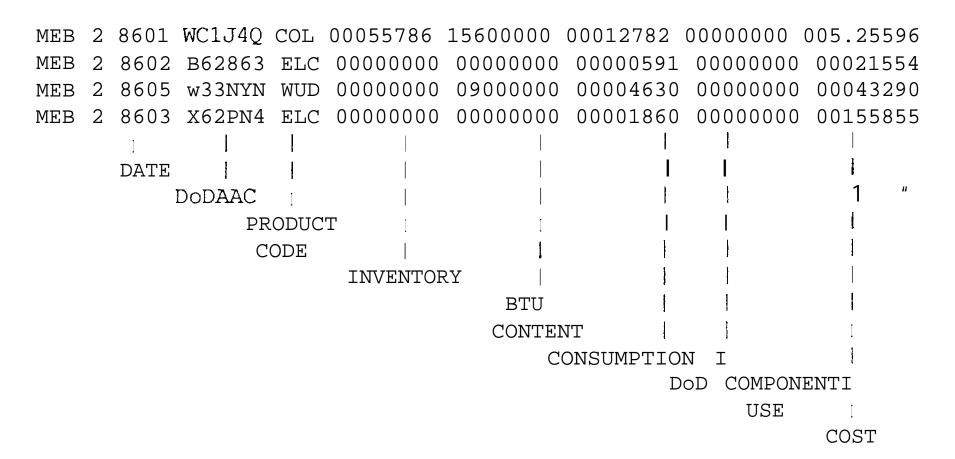
The MEB 2 record shall be reported in the following format: (The MEB 2 record must be completed for every DUERS product stored or consumed; in some cases, this may involve reporting only inventory with no consumption in that report period) .

Record Colu	<u>Mata Field</u>
1-3	ME B
4 5	Blank
	2
6 7-8	Blank Enter the last two digits of the calendar year
9-10	of the reporting period. Enter the two-digit number indicating the month
	of the reporting period; for example, March would be entered as 03. (When a correction is
	being made, always use the month and year of the reporting period to be corrected.)
	4-1 '

11 12-17	Blank Enter the appropriate consuming DoD Activity Address Code (DoDAAC), such as FP2300, N00151,
18 19-21	W26FAA. Blank Enter the approved three character product code
22 23-30	as shown in Chapter 5. Blank Report DoD-owned inventory for each applicable product at the end of each report month. Inventory is reported in the same units as consumption for products ANC, COL, COK, PPG, and WUD only. Enter 8 zeroes for all other products.
31 32-39	Blank Report the measured or certified BTU content for the product only if it differs from the standard BTU value shown for the product in Chapter 5. Report an 8 digit whole number, without commas in this field; for example, the BTU content for ANC could be reported as 25000000 and for SHW as 00001100. Enter 8 zeroes in this data field if the standard BTU value will be used. (A BTU value must be reported for product code FSX.)
40 41-48	Blank Report the activity's total quantity of energy product consumed during the month covered by the report. This includes tenants and remote bases, as appropriate. It also includes any industrial process energy consumption. Exclude family housing and mobility substitution energy consumption since they are reported under their own separate DoDAACs. Military Services shall ensure that the same. energy is not reported under two different DoDAACS. Consumption is reported in units as described in Chapter 5; for example, ELC is reported in megawatt hours and COL is reported
49 50-57 58 59-66	in short tons. Blank Available for DoD Component defined use. Blank Report cost in whole dollars for the total consumption reported in columns 41-48. costs are of the energy consumed only, and do not include activity utility plant and/or system operation arid maintenance. For fuel oils, use actual local commercial cost.
67-80	Blank

The following data lines are examples of correctly completed MEB 2 (There is only one space between data elements, and leading records: zeroes are used to fill unused record columns of data elements. particular data element does not apply, zeroes are used to fill that element.)

Table 4-1MEB-2 RECORD



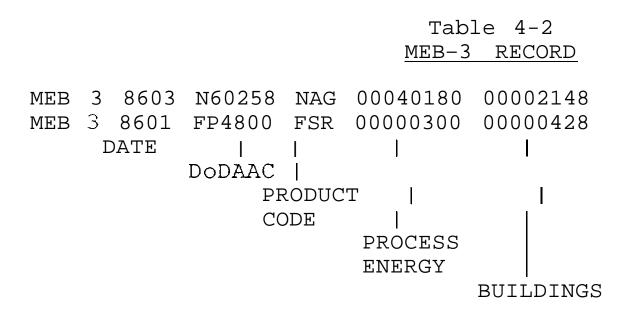
MEB 3 - INDUSTRIAL PROCESS ENERGY RECORD В.

(MEB 3 The MEB 3 record shall be reported in the following format: records should only be submitted by those activities that consume industrial process energy.)

Record Column	<u>Data Field</u>			
1-3	MEB			
4	Blank			
5	3			
6	Blank			
7-8	Enter the last two digits of the calendar year of			
	the reporting period.			
9-10	Enter the two-digit number indicating the month			
	of the reporting period.			
11	Blank			
12-17	Enter the appropriate consuming DoD Activity			
	Address Code (DoDAAC) .			
18	Blank			

19-21	Enter the approved three-character product code as shown in Chapter 5.					
22	Blank					
23-30	Enter the quantity of energy reported in columns 41-48 of the MEB 2 record that is industrial process energy. Industrial process energy is defined as the facilities' energy utilized in the direct production, rehabilitation, or disposal of equipment or goods.					
31	Blank					
32-39	Enter quantity of the total energy reported on the MEB 2 record (columns 41-48) that was consumed in buildings. For ELC, NAG, FSX, FSD, FSR and FOR, this is metered consumption. For all other products, this may be estimated consumption. (Optional)					
40-80	Blank					

The following data lines are examples of correctly completed MEB 3 records:

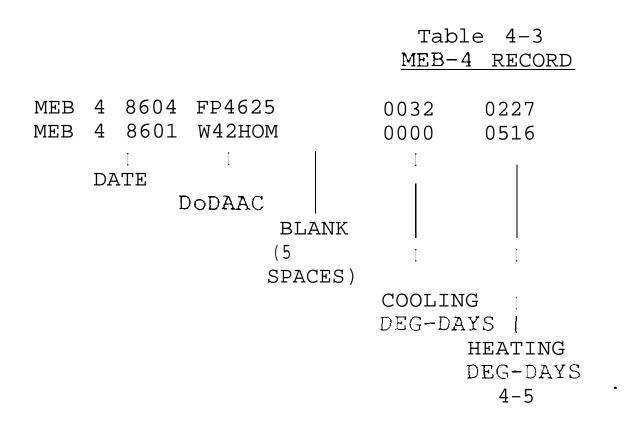


c. MEB 4 - WEATHER DATA RECORD

Weather data is received monthly from the USAF Environmental Technical Application Center, Asheville, NC and processed by USAF 7th Communication Group Personnel for all DoDAACS. The MEB 4 record should only **be** submitted if past experience has shown that the data reported centrally (from the weather service) differs 5 percent or more from the location of the reporting activity.

Record Column	Data Field
1-3	ME B
4	Blank
5	4
6	Blank
7-8	Enter the last two digits of the calendar year
	of the reporting period.
9-10	Enter the two-digit number indicating the month
	of the reporting period.
11	Blank
12-17	Enter the appropriate consuming DoD Activity
	Address Code (DoDAAC) .
18-22	Blank
23-26	Enter the number of cooling degree days using a
	base of 65 degrees Fahrenheit. This is
	reported only if past experience has shown that
	the data reported centrally (from the weather
	service) differs 5 percent or more from the
	location of the reporting activity. Otherwise,
	this field should be zero filled.
27	Blank
28-31	Enter the number of heating degree days using a
	base of 65 degrees Fahrenheit. This is
	reported only if past experience has shown that
	the data reported centrally differs 5 percent
	or more from the location of the reporting
	activity. Otherwise, this field should be zero
20.00	filled.
32-80	Blank

The following data lines are examples of correctly completed MEB 4 records:



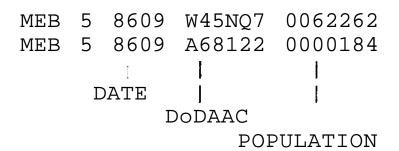
D. MEB 5 - POPULATION RECORD

The MEB 5 record is reported annually as of September (month 09) to reflect the population of the activity at the end of the FY. This record has been included in the DUERS because population is a variable that affects installation energy consumption.

Record Column	<u>Data Field</u>
1-3	MEB
4	Blank
5	5
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter 09 to indicate the September date for this data element.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC).
18	Blank
19-25	Enter the number of personnel served by the facilities energy reported for the activity. For DoDAACs assigned for family housing, this may be an estimate of the total number of family housing residents.
26-80	Blank

The following data lines are examples of correctly completed MEB 5 records:

Table 4-4 MEB-5 RECORD



E. MEB 6 - BUILDING AND SQUARE FOOTAGE RECORD

The MEB 6 record is reported annually as of September (month 09) to reflect the gross square footage for all buildings that consume energy. That is, these data elements relate to the FY just ended.

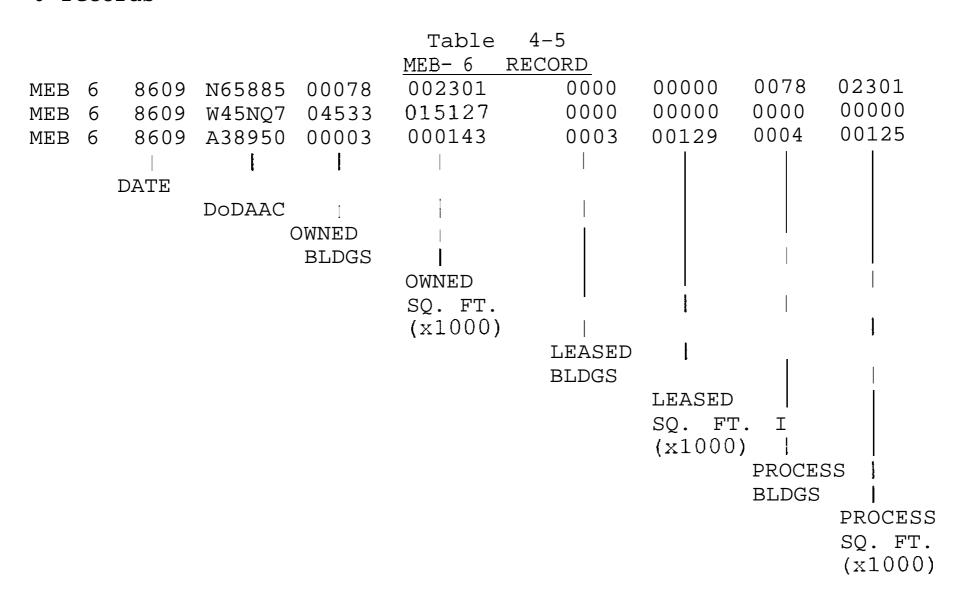
Record Column	<u>Data Field</u>					
1-3	MEB					
4	Blank					
5	6					
6	Blank					
7 – 8	Enter the last two digits of the calendar year					
	of the reporting period.					
9-10	Enter 09 to indicate that the data was reported					
	as of September.					
11	Blank					
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC).					
18	Blank					
19-23	Enter the total number of owned buildings whose energy is reported in the DUERS. Sterile buildings (buildings not in regular use, not consuming any energy, or awaiting demolition) or buildings maintained in "caretaker" condition throughout the year with only minimal					
	security lighting should not be counted.					
24 25-30	Blank Enter the total square footage for all owned buildings, as reported in columns 19-23 of this					
31	record, and as found in the real property inventory of the activity or on design specifications . Report in thousands of square feet . Blank					
32-35	Enter the total number of energy consuming buildings rented or leased from any					
2.6	organization or party outside of the Department of Defense, if the energy use is paid for directly by the DoD Component.					
36 37 41	Blank Enter the total gauges feetage for all leaged					
37-41	Enter the total square footage for all leased buildings, as reported in columns 32-35, and as specified in the leasing agreement. Report in thousands of square feet.					
42	Blank					
43-46	Enter the total number of owned or leased buildings, as reported in columns 19-23 and 32-35, which are used primarily for industrial process energy. The DoD Components are responsible for the development of a definition of "process building" consistent with their individual energy use profile. This data element					

47 48-52

should only be reported by those activities that consume industrial process energy. Blank Enter the total square footage of industrial process buildings, as reported in columns 43-46, and as found in the real property inventory on the design specifications, or in the leasing agreement. Report in thousands of square feet. This data element should only be reported by those activities that consume industrial process energy. Blank

53-80

The following data lines are examples of correctly completed MEB 6 records:



F. MEB 7 - Energy Certification Record

The MEB 7 record is reported annually as of September (month 09) to support the cost savings retention and reuse authority provided by 10 U.S.C. 2865 (reference (c)) and the Principal Deputy Assistant Secretary of Defense (Production and Logistics) Memorandum (reference (e)).

Record Column	<u>Data Field</u>					
1-3	MEB					
4	Blank					
5	7					
6 7 – 8	Blank					
	Enter the last two digits of the calendar year of the reporting period.					
"9-10	Enter 09 to indicate that data was reported as of September.					
11	Blank					
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC).					
18	Blank Enter the total amount of energy godt devined					
19-24	Enter the total amount of energy cost savings, in thousands of dollars, resulting directly from energy conservation management actions, including the government's portion of energy performance contract savings, and rebates received through demand side management or energy conservation programs sponsored by utility companies.					
25	Blank					
26-31	Enter the Government's portion of energy cost savings in thousands of dollars resulting directly from "energy savings performance contracts, " and rebates received through utility company sponsored demand side management or energy conservation programs.					
32	Blank					
33-38	Enter the amount of energy cost savings, in thousands of dollars, identified in columns 19-24 above, earmarked for installation morale, welfare and recreation, facilities or services, improvements to existing military family housing, or other unspecified minor construction projects.					
39 40-45	Blank Enter the amount of energy cost savings, in thousands of dollars, identified in columns 19-24 above, earmarked for transfer to higher					

39 Blank 40 - 45Enter the amount of energy cost savings, in thousands of dollars, identified in columns 19-24 above, earmarked for transfer to higher headquarters, or retained at the installation level (if approved by higher headquarters) , for reinvestment into energy costs of other energy conservation projects. 46 - 80Blank

The following data lines are examples of correctly completed MEB 7 records:

Table 4-6 MEB-7 RECORD 000000 000500 9309 N65885 001000 001000 MEB 7 000250 000250 MEB 7 9309 W45NQ7 000500 000400 MEB 7 000100 000100 9309 A38950 000200 000100 DATE D oDAAC MEASURED NET ENERGY COST SAVINGS ACTUAL **ENERGY** PERFORMANCE CONTRACT SAVINGS SAVINGS RETAINED FOR MWR/QOL PROJECTS SAVINGS RETAINED FOR ENERGY CONSERVATION REINVESTMENT

G. <u>MEB 8 - Industrial Process Productivity Record</u>

The MEB-8 record is reported annually as of September (month 09) to reflect the output measure of the industrial process activity (see chapter 2 paragraph A.2.c.) through the end of the FY. Each DoD Component shall establish guidelines for measuring

Record Column	<u>Data Field</u>					
1-3	MEB					
4	Blank					
5	8					
6	Blank					
7–8	Enter the last two digits of the calendar year of the reporting period.					
9-10	Enter 09 to indicate that the data was reported as of September.					
11	Blank					
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .					
18	Blank					
19-25	Enter the total number of gross square feet associated with this industrial process or other output measurements approved by your DoD Component.					
26-80	Blank					

The following data lines are examples of correctly completed MEB 8 records:

Table 4-7 MEB-8 RECORD

MEB 8 9109 W45NQ7 0010769
MEB 8 9109 A68122 1897890

I I I I
DATE

DoDAAC |
OUTPUT
MEASURE

TABLE 4-8 SUMMARY OF DUERS FORMATS

MEB 2	2	DATE	DoDAAC	PRODUCT :	INVENTOR	Y BTU	CONSUMPTION	DOD COMPONENT	COST
xxx	х	Xxxx <u>7-10</u>	xxxxxx <u>12-17</u>		xxxx x 3-30	32-39	xxxxxxxx <u>41-4</u> 8	Xxxxxxx <u>50-57</u>	Xxxxxx <u>59-66</u>
MEB 3	3	DATE	DoDAAC		INDUSTRI PROCESS	AL BUILD	INGS		
XXX	х	Xxxx <u>7-10</u>	Xxxxxx 12-17		23-30				
MEB 4	4	DATE	DoDAAC		HEATING DEGREE DAYS				
xxx	х		Xxxxx <u>12-17</u>		Xxxx 28-31				
MEB 5	5 X	DATE Xxxx 7-10	Dodaac Xxxxxx <u>12-17</u>		N				
MEB (б	DATE	DoDAAC	OF OWNED O		NUMBER OF LEASED BUILDINGS	AREA OF LEASED BUILDINGS	NUMBER OF PROCESS BUILDINGS	
xxx	Х	Xxxx <u>7-10</u>	Xxxxx <u>12-17</u>		xxxx 5-30	Xxxx <u>32-35</u>	Xxxxx <u>37-4</u> 1	Xxxx 43-4 <u>6</u>	Xxxxx <u>48-52</u>
MEB	7	DATE	DoDAAC	ED NET	ACTUAL ENERGY PERFORM CE CONTRACT SAVINGS	RE AN- MW PR	VINGS TAINED FOR R/QOL OJECTS	SAVINGS RETAINED FOR ENERG CONSERVAT REINVESTM	CION
xxx	X	xxxx <u>7-10</u>	XXXXXX 12-17	xxxxxx 19-24	XXXXXX 26-31	; 2	Xxxxx 33-38	XxxXx 40-45	X
MEB	8	DATE	DoDAAC	OUTPUT MEASURE					
xxx	х	XXXX 7-10	XXXXXX 12-17	XXXXXXX <u>19-25</u>					